

St. Kevin – Parish Secretary Job Description

- **Position Title: Parish Secretary**
- **Employment Status:** Part Time, Non-Exempt
- **Directly Report To:** Pastoral Administrator – Father Miguel Ruiz

Job Qualifications:

- Bilingual English / Spanish both oral and writing
- High level of discretion, integrity and sense of confidentiality.
- Exercise courtesy and respect to fellow employees, parishioners and the public.
- Self-motivated and self-directed.
- Ability to organize and arrange priorities.
- Effective written and verbal communication skills.
- Google apps, Microsoft apps, database and other apps

A. ESSENTIAL FUNCTIONS

- Performs administrative duties for the pastor and other designated staff. Receives and places telephone calls, schedules appointments, types/enters into word processing written communications and processes mail. Greets and refers visitors to the appropriate ministers, services or agencies. Prepares bulk mailings as needed.
- Establishes office, sacramental and business record keeping and filing systems. Maintains schedule of office hours and personnel files for staff. Attends staff meetings and other meetings as requested.
- Schedule parish facilities on both campuses. Develops and maintains a calendar that identifies the time, date and name of organization as well as location schedules for use. Coordinates the use of keys for facilities and maintains key log.
- Maintains petty cash fund, records Mass intentions church and gives the money to the bookkeeper for deposit. Provide receipt for individual.
- Oversees the timely opening and secure closing of the office each day. Ensures

that all machines are off, answering service is on, windows, doors are locked, and all appropriate lights and heat are off.

- Oversees an inventory of office and Church supplies. Orders materials, supplies or equipment as needed. Oversees the maintenance contracts for the various office machines.
- Researches information from SF Archdiocese, and prepares for the prayer of the faithful and introduction for Sunday Mass.
- Prepares and produces the weekly bulletin (due every Tuesday) in digital form and sends it in a timely manner to the printer. Forwards the latest weekly bulletin to the Web-Site Master. Monitors and ensures that the latest information is incorporated on the Web Site.
- Receives and distributes printed copies of the church bulletins for weekend Masses.
- Coordinates volunteers programs. May supervise volunteers as needed for office and other parish projects. Recruits, orients, trains and supports volunteers.
- Participates in the training and evaluating of office staff.
- Schedules the monthly Masses and consults with the priests for availability and details. Produces a printed schedule on a monthly basis and distributes copies. Facilitates the scheduling of supply priests for additional Masses, Funerals and other services as needed in Church.
- Participates in arranging the temporary replacement of their position during Vacation time as needed.

B. KEY COMPETENCIES

- Work in a cooperative and consultative manner with the pastor, administrator and pastoral associate.
- Ability to maintain the strictest confidentiality in all matters.
- Excellent professional level of communications skills both oral and written.
- High level of diplomacy in dealing with various individuals in the interaction of the clergy, religious, staff and parishioners.

- High level of organization with the ability to triage and prioritize.
- Ability to manage time and work independently.
- Ability to be a self-starter and problem solve in absence of the pastor
- Personal knowledge of ability and priority for detail and accuracy of records.
- Flexibility to be a collaborative “Team Worker” with respect for each other.
- Professional dress attire in accordance with the ADSF Standards of Appearance
- Timely reporting to your post and reporting any changes to your normal work schedule.

C. QUALIFICATIONS

- US citizen or equivalent valid authorization for employment.
- Active member of a Roman Catholic parish faith community or a person who knowledge of and is willing to function in a manner consistent with the mission of the Catholic Church.
- Confidential – trustworthy – responsible – patient – pleasant - self-starter – positive – non-judgmental.
- High School graduate equivalent, Associates Degree preferred.
- Knowledgeable and competent in computer and Microsoft Office Software with the ability to produce and modify tables and produce digital bulletin and willing to learn additional forms of technology as essential for work assignments.
- Excellent telephone skills of invitation and relation to parishioners and guests.
- Ability to work a 4-5 day work schedule with hours agreed to with Pastor

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 20 pounds. While performing the duties of this job, the employee is required to stand, walk, stoop, talk, reach, sit, hear, handle and perform repetitive motions of the hands/wrists and feet.

Schedule: Up to 4.0 hours per day, 4 days per week*. Currently 10:00 AM to 2:00 PM. *May be subject to change.

Applicants should complete an [application](#) and submit to stkevin100@gmail.com

Pursuant to the San Francisco Fair Chance Ordinance, all employees of the Archdiocese of San Francisco shall be employed without regard to race, color, sex, ethnic or national origin and will consider for employment, qualified applicants with criminal histories.